



## LEDYARD GALLERY

### Howe Library Exhibitor's Contract – Ledyard Gallery

Howe Library is delighted to welcome you as an exhibitor. The Howe hosts art exhibits to provide the public with opportunities to experience the creative arts of the Library's community and to provide a showcase for community artists to display their art.

Please read this contract carefully and return one signed copy to the Library. The exhibit will be officially scheduled after the library has received a signed copy of the contract.

1. Art exhibits are hung for approximately one or two months in the Howe Library's Ledyard Gallery on the mezzanine level of the Library, unless otherwise agreed to by Howe Library.
2. Your work will be exhibited in the Ledyard Gallery from \_\_\_\_\_ through \_\_\_\_\_.
3. **You are responsible for hanging the exhibit on the Friday prior to the start of the show (\_\_\_\_\_).** **The Howe Library is open from 12:00 - 5:00 p.m on Fridays.** Your hanging must be completed by 4:30pm because the library closes at 5:00pm. If you need more time, or would like to come prior to 12:00 p.m., please make special arrangements ahead of time.
4. Your show will continue through the last Wednesday of the month. **You are responsible for taking down the exhibit on the Thursday following the closing date (\_\_\_\_\_).**
5. Your business cards, postcards, or brochures about you and your artwork may be placed in the Ledyard Gallery along with an optional price list and guest book. No one connected with Howe Library shall accept payment for any item in an art exhibit. All negotiations are strictly between you and the purchaser. All items, regardless of sale status, are expected to remain on display until the end of the show.
6. Subject matter should be appropriate for a town library. Artists are asked to be sensitive to the general audience that Howe Library serves.
7. If you choose to have an opening reception, this will be your responsibility. Receptions may only be held during library hours and must end one hour before closing. Receptions usually take place on the Saturday afternoon of the opening and are typically 1.5 – 2 hours long. A small kitchen on the mezzanine level is available for your use for the reception. **Alcoholic beverages may not be served or consumed on the premises of Howe Library.**

8. Howe Library notifies the *Valley News* Art Notes and calendar listings for exhibits. Information is also placed on the Howe Library website, distributed via Howe's bi-monthly e-newsletter, and posted to social media and other area events calendars. For this purpose, **please provide a title, electronic image, a brief description of the show, and an artist's statement by the 10<sup>th</sup> of the preceding month.** You are encouraged to send out personal invitations and to arrange additional publicity. Your posters advertising the event will be displayed on Howe Library's bulletin boards.
  
9. Howe Library will do its best to protect your work. However, Howe Library cannot be responsible, financially or otherwise, in the event of damage or loss. The Library does not carry insurance covering exhibitions. You are advised to provide your own insurance for this purpose.

Thank you for contributing your time and talent to a space that gives pleasure to our community. Howe Library welcomes any suggestions you may have for improving the art exhibits in the Ledyard Gallery.

Exhibitor's Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

I agree to exhibit my work at Howe Library from \_\_\_\_\_ to \_\_\_\_\_

I have read the *Artist Responsibilities* document and agree to the stipulations listed therein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return one signed copy to:**

Sam Milnes

Howe Library  
13 South Street  
Hanover, NH 03755

Telephone: 603-643-3255  
Email: sam.milnes@thehowe.org

Howe Library hours:      Monday – Thursday: 9:00 a.m. - 7:00 p.m.  
Friday: 12:00 p.m. - 5:00 p.m.  
Saturday: 10:00 a.m. – 5:00 p.m.  
Sunday: 12:00 p.m. - 5:00 p.m.